

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE FERRAREN      DILBERTO      O <small>(Family Name)      (Given Name)      (Middle Name)</small>	
2. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT  Visayas State University		3. BUREAU OR OFFICE  Visayas State University	
4. DEPT./BRANCH/DIVISION PhilRootcrops		5. WORK STATION/PLACE OF WORK Baybay, City	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A. P 696,336.00  7b. OTHER COMPENSATION: P 24,000.00	
6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.  VISCAR-PROF3-8-2014			
8. OFFICIAL DESIGNATION OR POSITION  Professor <b>III</b>		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY {    }      CITY {    }      PROVINCE {    }  1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup> 6 <sup>th</sup>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time :      DUTIES			
35%	1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepared teaching materials/guides and submit to Center head. b) Conducts examination (mid/final/long hours/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final examination.		
40%	2. Conducts researches on root crops genetic resources, varietal improvement & crop production management a) Collects genetic resources for aroids & minor rootcrops b) Create new variants of aroids & do evaluation trials c) Submit reports of research reports d) Do other related research on other crop specimen		
10%	3. Conducts extension work as discipline/topic specialist/as resource person in extension activities		
5%	4. Member in different committees		
5%	5. Participate in the co-curricular activities		
5%	6. Perform other functions assigned by the Center Head.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  
Professor

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  
Center Director

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  
Computer

18. CONTACT

	<u>Occasional</u>	<u>Frequent</u>
General Public	[ x ]	[ ]
Other Agencies	[ ]	[ ]
Supervisors	[ ]	[ ]
Management	[ ]	[ ]
Others (Specify)	[ ]	[ ]

19. WORKING CONDITION

Normal Working Condition	[ x ]
Field Work	[ ]
Field Trips	[ ]
Exposed to Varied Weather	[ ]
Others (Specify)	[ ]

20. I CERTIFY that the above answers are accurate and complete

Date

  
**DILBERTO O. FERRAREN**  
Signature of Employee

21. Describe briefly the general function of the Unit or Section.

**To provide instruction, research & extension services.**

22. Describe briefly the general function of the position.

**Instruction.**

23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching.)

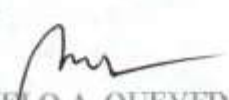
Education: **Relevant masteral degree**

Experience: **5 yrs of relevant experience; 32 hrs of relevant training.**

23b. Licenses or certificates required to do this work, if any.

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date

  
**MARCELO A. QUEVEDO** - Professor  
Signature and Title of Immediate Supervisor

APPROVED:

Date

  
**JOSE L. BACUSMO**  
Head of Agency